Evaluation Guide

Why Are Evals So Important?

- They will advance your Sailors
- Final product directly reflects the Chain of Command
- Focus on

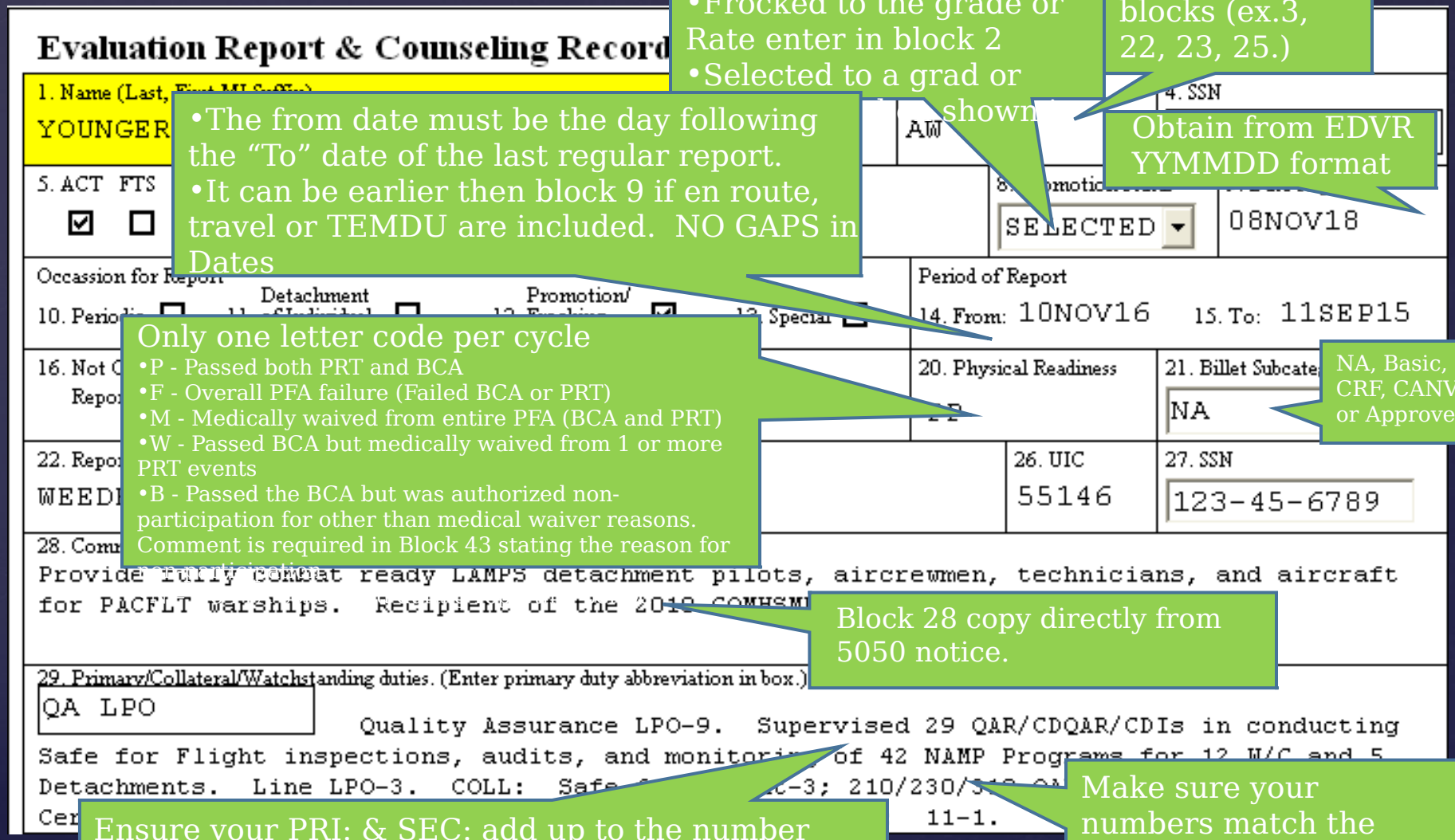
Where Do You Start?

- Brainstorm Bullets
  - Three Accomplishments
    - Primary Duty
    - Leadership/Sailorization
    - Collateral Duty/Community

Continued

- Get Numbers to Support Bullets
- Avoid “Numerous”, “Multiple,” “Over,” and “More Than”
- Read Last Eval
- Don’t “Rinse and Repeat”

- Blocks 1-29
- QA Dates and Personal Info



Evaluation Report & Counseling Record

1. Name (Last, First MI Suffix): YOUNGER
AW
4. SSN
5. ACT ☑ FTS ☐
8. Promotion Status: SELECTED
08NOV18
Occasion for Report
10. Periodic ☐ Detachment ☐ Promotion/ ☑ Special ☐
Period of Report
14. From: 10NOV16 15. To: 11SEP15
16. Not Observed Report
20. Physical Readiness
21. Billet Subcate: NA
22. Report: WEEDE
26. UIC 55146
27. SSN 123-45-6789
28. Comments: Provide fully combat ready LAMPS detachment pilots, aircrewmen, technicians, and aircraft for PACFLT warships. Recipient of the 2018 COMHSM
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)
QA LPO
Quality Assurance LPO-9. Supervised 29 QAR/CDQAR/CDIs in conducting Safe for Flight inspections, audits, and monitoring of 42 NAMP Programs for 12 W/C and 5 Detachments. Line LPO-3. COLL: Safe [illegible]C-3; 210/230/[illegible] Cer[illegible] 11-1.

- Regular promoted to grade or rate entered in block 2
- Frocked to the grade or Rate enter in block 2
- Selected to a grad or [illegible] shown

Do not center blocks (ex.3, 22, 23, 25.)

Obtain from EDVR YYMMDD format

- The from date must be the day following the "To" date of the last regular report.
- It can be earlier then block 9 if en route, travel or TEMDU are included. NO GAPS in Dates

Only one letter code per cycle
- P - Passed both PRT and BCA
- F - Overall PFA failure (Failed BCA or PRT)
- M - Medically waived from entire PFA (BCA and PRT)
- W - Passed BCA but medically waived from 1 or more PRT events
- B - Passed the BCA but was authorized non-participation for other than medical waiver reasons. Comment is required in Block 43 stating the reason for [illegible]

NA, Basic, CRF, CANV, or Approved

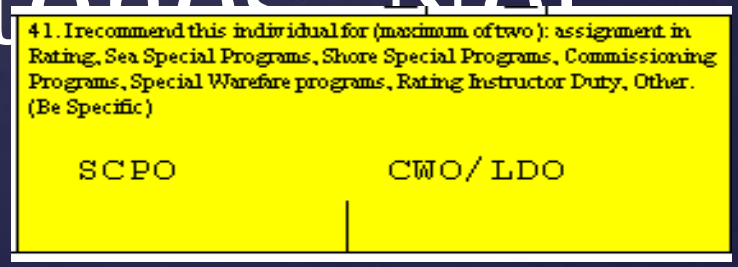
Block 28 copy directly from 5050 notice.

Ensure your PRI: & SEC: add up to the number of months the report covers, i.e. LPO-8. SEC: Recruiter-4. Always show how many Sailors they supervised and managed, to include the number [illegible]

Make sure your numbers match the time line. Use past tense. Include LV/TT/TEMDU

Blocks 40/41

- DO NOT leave blank
- NONE if no recommendation
- Career Milestones, Not Command Programs
- Must be eligible


41. I recommend this individual for (maximum of two): assignment in Rating, Sea Special Programs, Shore Special Programs, Commissioning Programs, Special Warefare programs, Rating Instructor Duty, Other. (Be Specific)
SCPO
CWO/LDO

Blocks 41/43

- Start with Two sentences:
    1. Ranking against group / Quality of person
       Not Everyone Gets Break-out
    2. Performance of Individual

- ALL CAPS, Centered on Page
- Present Tense
- Do not state your name in this block…its at the top of the evaluation.
- All STUFF…no FLUFF
- Cause/Effect/Impact! State what you did, the scope and substantiate it with facts and statistics, and how it impacts the command.

MY # 2 OF 15 HIGHLY COMPETETIVE CHIEF PETTY OFFICERS

Blocks 41/43 (Continued)

- Develop your bullets
- Support each bullet with facts and statistics
- Cause/ Effect/ Impact
- Past Tense

Block 41/43 (Continued)

- Bullets start with two or three word descriptions, ALL CAPS.
  - EXCEPTIONAL LEADER.
  - UNWAVERING MENTOR.
  - METICULOUS MANAGER

Blocks 41/43 (Continued)

- Close Report with one line
- Promotion Recommendation
- ALL CAPS, centered on page
- Present Tense

Canned Line
Based On Break-Out

- All start with , “HAS EARNED MY…”
- EP’s
  - STRONGEST POSSIBLE RECOMMENDATION FOR IMMEDIATE…
  - MP’s
  - STRONGEST POSSIBLE RECOMMENDATION FOR…
  - P’S
  - RECOMMENDATION FOR…

Canned Line
Based On Break-Out

E-1 Through E-5 are Advanced
E-6 Through E-8 are Selected

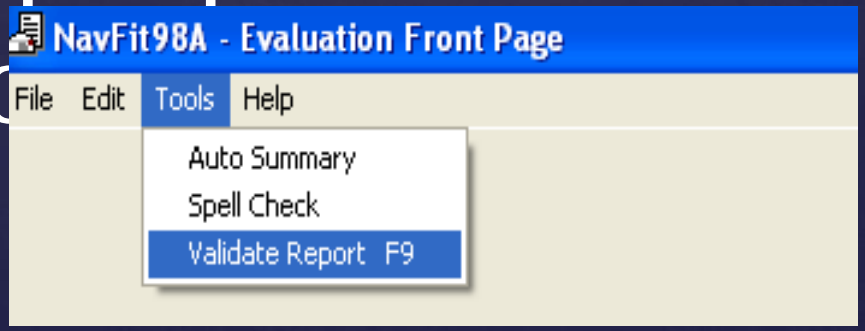
HAS EARNED MY STRONGEST POSSIBLE RECOMMENDATION FOR IMMEDIATE SELECTION TO SCPO
HAS EARNED MY STRONGEST POSSIBLE RECOMMENDATION FOR SELECTION TO SCPO
HAS EARNED MY RECOMMENDATION FOR SELECTION TO SCPO

Standards In Grammar

- Plural Acronyms
  - CPOs not CPO’s
  - Its not it’s
  - Avoid absolutes – ”unprecedented” “flawlessly”
  - One through Ten, 11 (except in a string of 3)
  - Two spaces after a colon and period

QA Report

- Utilize the NAVFIT Tools tab
  - Spell Check
  - Validation Tool (checks for invalid entries or improper format in all blo



Blocks 41/43 (Example)

MY #1 OF 8 EXCEPTIONAL CANVASSER CHIEF PETTY OFFICERS
EXCEEDS EXPECTATIONS, PERFORMING AT THE LEVEL OF A SEASONED SCPO

- SUBJECT MATTER EXPERT. Organized and implemented mission essential training for 24 recruiters enhancing district-wide readiness and efficiency. Infiltrated market by creating Navy awareness, yielding seven Medical Officers achieving 100% attainment.
- DIVERSE LEADER. CMEO Coordinator, led an assessment team of 26 in the preparation and processing of the Organizational Climate Survey to 264 Sailors reflecting positive findings and amplifying morale. Volunteer Firefighter and Explorer Lead Advisor, dedicated 72 hours performing emergency response duties and non-emergency tasks, as well as training 8 high school students in basic firefighting and first aid.
- KEYSTONE OF NAVAL TRADITION. FY14 CPO 365 Phase II Coordinator and Mess Secretary dynamically balanced daily operational requirements while simultaneously molding eight selectees into "The Chief". CDB, DRB, SOY board member resulting in six advancements.

HAS EARNED MY STRONGEST POSSIBLE RECOMMENDATION FOR IMMEDIATE SELECTION TO MCPO

Blocks 41/43 (Example)

POSSESSES THE DRIVE, COMMITMENT, AND FORESIGHT REQUIRED OF A SCPO
READY FOR GREATER CHALLENGES AND INCREASED RESPONSIBLITY

- TECHNICAL EXPERT. Qualified Leading Chief Petty Officer of NRS Eastgate in eight months, 10 months ahead of her peers. Direct leadership resulted in the station's increased mission accomplishment from 69% to 127% NCO and 130% in all sub-categories. Efforts yielded the selection as Medium Station of the Month for May, Medium Station of the Quarter for 2nd Quarter, and two Gold Wreath Awards.
- DRIVEN PROFESIONAL. Guided 36 Future Sailors preparing them for transition into the Navy. Personnel under her charge are routinely recognized for their achievements attaining, 3 shippers to RTC with advanced pay grades and acknowledged 8 under the Delayed Entry Referral Program. Implemented an intrusive and cohesive training curriculum receiving the Future Sailor Retention Award for April, May, and June.
- DEDICATED TO HERITAGE. Immersed in all aspects of the Chief's Mess. CPO 365 Mentor facilitated four training events and coordinated physical fitness for 16 FPCOs.

HAS EARNED MY STRONGEST POSSIBLE RECOMMENDATION FOR SELECTION TO SCPO

Blocks 41/43 (Example)

A DEDICATED LEADER COMMITTED TO THE DEVELOPMENT OF SAILORS
READY FOR GREATER CHALLENGES AND INCREASED RESPONSIBLITY

- MISSION FOCUSED. Planning and management are a driving force, received “Large Station of the Month” (DEC FY13). Personnel under his charge are routinely recognized for their accomplishments, attaining one LPO and eight Advanced Recruiter qualifications.
- POSITIONS OTHERS FOR SUCCESS. Led 125 Future Sailors preparing them for transition into the Navy, culminating in 99% PQS completion and a 3% attrition rate.
- CIVIC MINDED. Devoted 72 hours mentoring and guiding YMCA Outreach for Young Americans, building future leaders. Assistant Den Leader for PACK 82 OLPH Boy Scouts of America volunteering 48 hours.

HAS EARNED MY RECOMMENDATION FOR SELECTION TO SCPO

Blocks 41/43 (Example)

**ADEQUATE CANVASSER RECRUITER **

- PROFESSIONAL KNOWLEDGE. Guided 14 Future Sailors preparing them for transition into the Navy. Direct leadership resulted in 100% Delayed Entry Program PQS completion for 14 personnel, yielding 4 promotions at RTC for physical fitness and military requirements.
- DIVISIONAL CAREER COUNSELOR. Involved in the personal and professional growth of 15 subordinates. Provided positive leadership and counseling during seven CBDs attaining three re-enlistments, four continued education enrollments, and six PTS approvals in support of command retention.
- LEADERSHIP AND INITIATIVE. Received two counseling reports on the inability to effectively manage station production and administrative tasks. Removed as LPO because supervisory skills and performance standards are not in line with the expectations of a First Class Petty Officer.

HAS THE POTENTIAL TO ASSUME DUTIES OF INCREASED RESPONSIBILITY

QUESTIONS?